UNDERGRADUATE NON-DEGREE APPLICATION

What It Means to Be Non-degree Student
A non-degree (non-matriculated) student is an individual taking course for credit(s) but not pursuing a baccalaureate degree.

As a non-degree student at City College:
• You may not take more than 24 credits overall in this status.
• You may be restricted from taking courses in certain divisions of the college. In addition, some course(s) may require departmental approval.
• You may not apply financial aid awards to your tuition.

Acceptance of this application does not guarantee space in specific courses. Students register for classes on a space available basis. Furthermore, non-degree students register after degree students.

Who Can Apply?
• High School Seniors and College Now Participants
  Qualified high school students who are interested in taking college courses may contact the College Now Coordinator at the City College of New York at (212) 650-5641

• Senior Citizens
  Senior citizens who apply as non-degree students do not pay tuition for undergraduate courses. They may register for classes on a space available, on an audit basis. There is a $65.00 general fee that will be charged at the time of registration. In addition, senior citizens are responsible for the $15.00 consolidated services fee. Total cost is $80.00

  The following documents are acceptable for proof of age:
  (1) Medical Card (2) Driver’s License (3) Birth Certificate (4) U.S. Passport

• International Students
  International students are also eligible to apply as a non-degree student. International students are NOT eligible to obtain a Certificate of Eligibility (I-20) as non-degree students.

Eligibility
All non-degree students seeking to take course(s) for credit must be eligible to take courses at City College.
• High school students must have a cumulative GPA of 80 or higher, or General Education Diploma (GED) score of 3250.
• Must meet City College basic skills exceptions. See CUNY web site for details (www.cuny.edu/academics/testing/cuny-assessment-tests).
• Students coming from a college(s) must be in good standing (cumulative GPA equal to or above a 2.0).
Procedure
1. Submit an application.
   A. A non-degree application may also be submitted online through our web site at:
      http://www1.ccny.cuny.edu/prospective/admissions/ugrad/non-degree-students.cfm
   B. In person at the Admissions Office.

   Deadline
   - Online
     - Spring: January 17
     - Summer Session I & Extended: May 16
     - Summer Session II: June 19
     - Fall: – August 15
   - In person:
     - Spring: January 23
     - Summer Session I & Extended: May 29
     - Summer Session II: June 26
     - Fall: – August 22

2. Submit All Pertinent Documents. (Unofficial Copies are acceptable.)
   A. High school transcripts/ GED and SAT or other exceptions for testing.
   B. College transcript(s).

   Note: If you are presenting educational credentials in a language other than English, you must also supply official translations.

   C. Along with the appropriate item above, international students who studied in a foreign country where English is not the national language and have no formal education in the United States (US) must submit TOEFL. The TOEFL is not required of permanent residents of the US or individuals who have been granted official refugee or asylum status by the US Citizen and Immigration Service.

Application Fee
A $65.00 non-refundable application fee is required for all applicants. The application fee will be on your bill when you register for the course(s). (Do not send the application fee with your application.)

Waiver
- Students currently enrolled at the undergraduate level at another CUNY college will have their application fee waived, provided proof is shown at time of application.
- High school students enrolling under the auspices of the College Now program.

Additional Information

Medical Requirement
Prior to registering, all students are required to submit proof of immunization to the Office of Student Health Services. If your date of birth is prior to January 1, 1957, you are not required to submit proof of immunizations. Please bring proof to the Office of Student Health Services located in the Marshak Science Building, Room J15.

New York Residency
Any information on this application, which indicates prior residence outside of New York State, will require additional documentation to prove residency in New York State for tuition purposes. Students may have to provide documents to verify that they have resided in NYS for at least 1 year prior to the semester of enrollment. Living in dormitory facilities in New York State does not constitute NYS residency, or if your parents permanent residence is outside the State of New York. Students under the age of 24 whose parents or legal guardian live outside NY may be considered non-residents.

The City College of New York does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.
Please complete all the information requested on the application.

NON-DEGREE APPLICATION

Applying as a:  1. □ Non-Degree Student  2. □ Senior Citizen
   3. □ Post-Baccalaureate Student  4. □ Visiting: Non-CUNY

Intended Start Date:  □ Fall  □ Spring  □ Summer  Year______

Gender:  □ Male  □ Female

Name ____________________________________________________________
   Last                                             First                                             Middle

Prior Name(s): ______________________________________________________________________

EMPID (CUNY ID): _____________________________ Social Security Number (SSN): __________________________
(If you do not have a SSN, a unique identifying number will be assigned to your file.)

Address _____________________________________________________________
   Street __________________________________ Apt#

City ___________________________________________________________________________ State ___________________________________________________________________________ Zip Code ___________________________________________________________________________

Telephone                    Day (   ) _____________________________ Evening (   ) _____________________________

E-Mail Address _____________________________

Date of Birth _____________________________/ _____________________________/ _____________________________
   Month                                             Day                                             Year

Length of time at the above address       Years _______       Months _______

How long have you lived in New York State?       Years _______       Months _______

Are you a US Citizen (Check One)  Yes _____       No _____.  If no please check one of the following:

(  ) Permanent Resident       Alien # _____________________________ Date Issued _____________________________

(  ) Other, Please specify type of visa _____________________________

If you are not a US citizen:

Country of Birth _____________________________       Country of Citizenship _____________________________

In chronological order, list all educational institutions attended beginning with high school.

1. __________________________________________
   High School Name _____________________________ State _____________________________ Country, if not USA
   Dates of Attendance _____________________________ Graduation Date (month/year) _____________________________

2. __________________________________________
Response to these questions (1 – 5) is voluntary. This information is being collected to meet research and federal reporting requirements. It is confidential and will not be released except in the form of statistical summaries in which individuals are not identified. This information has no adverse effect on either admissions or academic decisions.

Which category describes you best? (Check One)

1. Are you Hispanic or Latino? ( ) Yes ( ) No

2. Select one or more of the following five groups:
   ( ) American Indian or Alaskan Native   ( ) Asian   ( ) Native Hawaiian or other Pacific Islander
   ( ) Black or African American   ( ) White

3. From what country or part of the world did you or your family originally come? __________________________________________

4. Where were you and each of your parents born?
   a. Born in the United States excluding Puerto Rico or U.S. Territories
      You   ( )   Mother   ( )   Father   ( )
   b. Born in Puerto Rico or U.S. Territories
      You   ( )   Mother   ( )   Father   ( )
   c. Born outside the United States
      You   ( )   Mother   ( )   Father   ( )

5. Do you speak a language other than English at home?   Yes ( )   No ( )
   If yes, which language do you feel more comfortable with?
   ( ) English   ( ) Language other than English   ( ) Equally comfortable with both

I hereby certify that all the information given in this application is accurate and complete. I understand that all the information contained in this application will be treated confidentially and will be used for institutional purposes only. I realize that failure to provide complete and accurate information may affect my admission. I understand that my application will not be considered until all necessary documents are received by the Office of Admissions.

Signature of Applicant _____________________________ Date ____________